

INSTRUCTIONS FOR COMPLETING COMPLAINT FORM

If you choose to file a Complaint by using the two-page form that follows, please follow these instructions.

1. The complaint form is a PDF document that you may (1) fill in using your computer and then print, or (2) print on your printer and then fill in by typewriter or by hand.

If you fill in the form by hand, please print all the information clearly.

2. Information under Sections I(A) and I(B): This form may be used by any Claimant permitted by statute: (1) a county, municipality, or school board, or (2) a county executive or a mayor directly elected by voters.

If you are a county executive or mayor as described above who is filing directly (without an attorney or other representative), you need only complete Section I(A). In all other cases, both Sections I(A) and I(B) must be completed.

Please use only business contact information in Sections I(A) and I(B), and no cell phone numbers. If you do not have a business fax or e-mail address, enter "none" in the appropriate box.

3. Information under Section II (body of complaint): Information must be entered under each numbered paragraph in Section II. Please note these additional instructions for the following individual numbered paragraphs:

- Paragraph II(1): You must identify the specific provision(s) of the statute, rule, or regulation that is the subject of the complaint.
- Paragraph II(3): If you are completing the form on a computer, you must indent five spaces for a new paragraph; using the tab key will take you to the next numbered box.
- Paragraph II(5): If you do not have an estimate of additional direct expenditures, please enter "N/A."
- Paragraph II(6): A resolution of the governing body is required if the Claimant is a county, municipality, or school board. A copy of the notice of intention to file provided to the governing body is required if the Claimant is a county executive or a mayor.

4. Signature: The complaint must be signed by the Claimant or the person filing on behalf of the Claimant (attorney or other authorized representative).
5. Attachments: Claimants should identify all attachments related to paragraphs II(3), II(4), and II(6) by noting the related paragraph at the top of each attached page. The total number of attached pages should be entered in the box below the signature line.

A claimant may choose to submit additional information at the time of filing, such as a brief, affidavit(s) or other supporting evidence. If so, those other documents should be identified in a cover letter, and not included in the page count entered in the box below the signature line.

6. Filing instructions: A complaint may be filed by mail, fax or hand delivery, as described in Rule 2 of the Council's Rules of Procedure. Complaints may not be filed electronically.

Incomplete forms will be returned to the preparer.

If you have questions regarding any of the above instructions, please call the Council office at (609) 984-9738.



State of New Jersey Council on Local Mandates Complaint

The form is to be completed and signed by the individual identified under Part I (A) as the Claimant or by the responsible contact person or attorney for the Claimant, identified under Part I (B).

I (A). Information regarding the Claimant (include title if a County Executive or Mayor):

Name of Claimant (and
title if applicable):

Claimant contact information:

Mailing Address:

City:

State: New Jersey

Zip Code:

Phone:

Fax:

E-mail address:

I (B). Name of person preparing this document (if other than Claimant), and title or relationship to Claimant (e.g., legal counsel, business administrator, superintendent):

Name:

Title/Relationship:

Contact information for person identified in Part I (B):

Mailing Address:

City:

State: New Jersey

Zip Code:

Phone:

Fax:

E-mail Address:

II. The Complaint:

1. Claimant alleges that the following statute, rule, or regulation is an unfunded mandate in violation of the New Jersey Constitution, article VIII, § 2, ¶ 5 and N.J.S.A. 52:13H-2, because it does not authorize resources, other than the property tax, to offset the additional direct expenditures required for its implementation:

2. The above-cited statute, rule, or regulation became effective on:

3. The following is the basis for the claim made herein that the statute, rule, or regulation identified in paragraph II(1) is an unfunded mandate:

Note: The text provided in paragraph II(3) is to be used for the Complaint summary published on the Council's web site. If more space is needed, please attach additional sheet(s).

4. Does Claimant seek injunctive relief? No Yes If yes, on attached sheet (s), provide a description of the nature and extent of imminent irreparable injury that will result to Claimant in the absence of injunctive relief.

5. If Claimant has prepared an estimate of the additional direct expenditures required to implement the statute, rule, or regulation identified in paragraph II(1), please provide that estimate in the space below, along with a description of the frequency of the estimated expenditures (i.e., annual, monthly):

6. Claimant attaches and incorporates herein by reference:

Resolution (of county/municipal governing body or of board of education), or

Copy of notice of intention to file a complaint provided to governing body.

WHEREFORE, Claimant demands judgment by the Council that the statute, rule, or regulation identified in paragraph II(1) above is an unfunded mandate pursuant to the New Jersey Constitution, Art. VIII, § 2, ¶ 5, and N.J.S.A. 52:13 H-2 and that it shall cease to be mandatory in effect and expire.

[Signature of person preparing this document].
Date:

Name (typed or printed) of person signing

Title (typed or printed) of person signing

Total number of attached pages .